

**TENDER FOR THE SUPPLY AND DELIVERY OF ONE (1) UNIT
4X4 LONG WHEEL BASE 2.5L (AT)**

**TENDER DOCUMENTS: SARAWAK ENERGY REF. NO.:
TD 06/15-S/LRAH**

PART I – TENDER PROCEDURES

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SECTION 1 – INTRODUCTION

This Introduction should be read in conjunction with Tender Appendix A [*Description / Specification of Goods*] set out in Part II, Section 2 of the Tender Documents.

INTRODUCTION

This tender is called for the supply and delivery of the following vehicle on CIF basis to Sarawak Energy Berhad, Transport Division, Kuching according to the Terms and Conditions and Specifications attached.

No.	Vehicle Type	Specifications	Quantity
1	4X4 Long Wheel Base 2.5L (AT)	<ul style="list-style-type: none"> • Engine Capacity: 2.5L (Diesel) • Max. Output: \geq 100kW • Max. Torque: \geq 330Nm • Ground Clearance: \geq 210mm • Colour: White 	One (1)

DESCRIPTION / SPECIFICATIONS OF VEHICLE

The vehicle to be supplied by the Supplier includes the following:

1.0 Specifications

- (a) Refer to **Part II – Information to be Included with Tender Offer, Section 2 – Tender Appendices, Tender Appendix A – Description/Specifications of Vehicles** for more details.

2.0 Basic Technical Requirements

- (a) The tenderer shall provide a minimum one set of properly bound Operation and Maintenance Instruction Manuals and Spare Parts Lists for each type of vehicle (if any).
- (b) The vehicle shall come with spare door keys and ignition, central locking with remote alarm system, immobilizer, reverse sensor and fitted with alloy rims.
- (c) In addition to the normal floor mat that covers the whole floor of the vehicle, additional removable rubber mat are also to be provided.
- (d) The front windscreen of each vehicle shall be fitted with a 6 - inches width dark - tinted plastic sheet (tinted film) across the top portion of the windscreen approved by the JPJ requirement and enforcement authority.
- (e) The standard equipment of each vehicle must include but not limited to the following:
 - (i) 2 side rear – view mirrors
 - (ii) 2 sun visors each on driver and passenger side at front row
 - (iii) 3rd brake light installed at the back of the vehicles.
 - (iv) The vehicle shall have a seating capacity at least 4 – 5 passengers including the driver.
 - (v) The vehicle shall have four (4) side doors with power windows for both front and rear doors.
 - (vi) Standard/Integrated MP3/WMA/CD/USB player with AM/FM Stereo comes with the vehicle.
 - (vii) Standard set of tools consisting one screwdriver (+ & -), one plier, 2 spanners (10x12mm, 12x14mm), wheel nut wrench, tool bag and vehicle jack with handle. The vehicle jack capacity shall relevant or suitable with the vehicle weight.
 - (viii) The preferable seat and upholstery material is leather.

(d) **Safety Features**

The tenderer shall indicate the safety rating for vehicles having such record and equipped with standard safety features;

- (i) Minimum of four (4) standard Seat Belts, 2x3 point for front row driver including passenger and back row passengers side seats.
- (ii) Minimum of dual (2) front Airbags for the vehicle.
- (iii) Central locking with remote alarm system, immobilizer, reverse sensors and standard front and rear bumper.
- (iv) Tenderer is required to provide the extra portable stainless steel mechanical locking device (brake/clutch lock) for all the vehicles for security purposes. This locking system will function as vehicle theft prevention.
- (v) The vehicle shall be equipped with portable fire extinguisher (1KG ABC DRY POWDER). The portable fire extinguisher shall be installed properly on the vehicle interior body which can be quickly released and easily assessable by the driver.

(e) **Local Service Agents**

The vehicle will be stationed in Kuching. Tenderers are required to appoint authorised local service agents at major town centre to service/repair the vehicle that is still under warranty. The name and address of the local service agent must be provided for each town centre as stated in **Part II – Information to be Included with Tender Offer, Section 2 – Tender Appendices, Tender Appendix A – Description/Specifications of Vehicles, Schedule 2.2 – Names and Addresses of Local Service Agents.**

3.0 Colour Scheme

- (a) All the vehicles supplied shall come with white factory colour (white factory colour is preferable) or spray white and to be registered as white against the registration card. For the vehicles sprayed to white, the quality of the spray finishing is highly required.
- (b) The reflective 3 M sticker shall be used for Sarawak Energy logo and lettering. A clear coating with `2K` hardener shall be applied. The sample of Company logo is attached for reference.



The minimum guideline of dimension for the Logo and Wording shall be as per Table 1 below:-

Table 1: Logo & Wording Dimension

No.	Vehicle Category	Logo Position & Dimension			
		1	2	3	4
		Front Left Door Panel	Front Right Door Panel	Front Hood	Rear Bonnet
2	4X4 Long Wheel Base	A: 790 mm B: 300 mm C: 12 mm	A: 790 mm B: 300 mm C: 12 mm	A: 790 mm B: 300 mm C: 12 mm	Not Required

- (c) Generally, the specification of colours for company lettering and logo are as follows:-
- (i) Lettering – SE Grey, C10 K75, Pantone Cool Gray 11C (M2 K68)
 - (ii) Logo – SE Blue, C70 M30, Pantone 279C (C68 M34),
Location: 58% at blue wave
 - (iii) Logo – SE Green, C30 Y100, Pantone 382C (C29 Y100),
Location: 48% at green wave

Note: Typeface used is FAGO

- (d) The tenderer is advised to study what are required for the installation of logo with all aspects of the works and the conditions under which they are to be executed including nature of works and existing features. No claim shall be entertained because of lack of knowledge of the colour scheme and logo.

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PART I – TENDER PROCEDURES

SECTION 2 – TENDER PARTICULARS

These Tender Particulars specify matters particular to this tender process and should be read in conjunction with the Instructions to Tenderers set out in of Part I, Section 3 of the Tender Documents.

Tender Particulars			
Tender for the Supply and Delivery of One (1) unit 4X4 Long Wheel Base 2.5L (AT)			
No.	Clause Reference	Description	Details
1.	Clause 1.1(c)	Closing Date and Time	3:00 pm on 19 August 2015
2.	Clause 1.1(h)	Eligibility Requirements	a) Bona-fide authorized dealer, or b) Registered with Unit Pendaftaran Kontraktor (UPK) under Head II Subhead 1 (b)
3.	Clause 1.1(v) and Clause 9	Sarawak Energy's Representative	<i>Name</i> and designation: Laker Hulman (Engineering Assistant) Contact details: Tel: 082-309493, Fax: 082-347100
4.	Clause 1.1(ee)	Tender Validity Period	The period commencing from the Closing Date and Time and expiring on the date falling one hundred and twenty (120) days from the Closing Date and Time
5.	Clause 5.1	Tender Briefing	Not applicable
6.	Clause 6.1	Site Visit	Not applicable
7.	Clause 24.2	Pricing Method	Fixed lump sum
8.	Clause 28.1	Value of Tender Security	The value of the Tender Security shall be; (a) For international tenders the amount shall be 5% of the tender sum subject to a maximum of RM1,000,000.00 (b) For local tenders with estimated tender sum of above RM2,000,000.00, the amount shall be 2% of the tender sum subject to a maximum of RM100,000.00

Tender Particulars			
Tender for the Supply and Delivery of One (1) unit 4X4 Long Wheel Base 2.5L (AT)			
9.	Clause 31.1	Copies of Tender Offer	<p>The Tenderer shall prepare and submit:</p> <ul style="list-style-type: none"> (a) one (1) original version; (b) One (1) copies of the original version; and (c) One (1) soft copy versions (in separate CD-ROMS, or such other electronic format as may be acceptable to Sarawak Energy), <p>of its Tender Offer</p>
10.	Clause 32.1(b) and Clause 33.1	Address for submission of Tender Offers	<p>Delivery by hand or by courier to:</p> <p style="text-align: center;">The Chief Executive Officer Sarawak Energy Berhad Tender for the Supply and Delivery of One (1) unit 4X4 Long Wheel Base 2.5L (AT) Tender Box, 8th Floor Menara Sarawak Energy No. 1 The Isthmus 93050 Kuching Sarawak Malaysia</p>

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PART I – TENDER PROCEDURES

SECTION 3 – INSTRUCTIONS TO TENDERERS

These Instructions to Tenderers specify those procedures to be followed by Tenderers in the preparation and submission of their Tender Offer. Information is also provided on the process for the submission and evaluation of tenders and award of contract. These Instructions to Tenderers shall be read in conjunction with the matters set out in the Tender Particulars set out in Part I, Section 2 of the Tender Documents.

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A. GENERAL
1. Definition and interpretation

1.1 For the purpose of these Instructions to Tenderers:

- (a) **"Affiliate"** means, in relation to any person or entity, a subsidiary of that person or entity or a holding company of that person or entity or any other subsidiary of that holding company;
- (b) **"Authorised Signatory"** means the person (or persons) authorised by the Tenderer to exercise the rights and powers and perform the functions set out in Clause 23.1;
- (c) **"Closing Date and Time"** means the date and time by which Tender Offers are required to be received by Sarawak Energy, as set out in the Tender Particulars;
- (d) **"Companies Act"** means the Companies Act 1965 (ACT 125);
- (e) **"Consortium Tenderer"** means a Tenderer formed by way of an unincorporated joint venture or consortium between two or more members;
- (f) **"Contract"** means the contract to be entered into between Sarawak Energy and the successful Tenderer, as selected by Sarawak Energy in accordance with this tender process, as set out in the Form of Contract;
- (g) **"Corporate Authorisation"** means with respect to a Tenderer (or member of a Consortium Tenderer):
 - (i) a properly executed board or shareholder resolution;
 - (ii) a power of attorney; and / or
 - (iii) such other evidence of authority,
 in each case satisfactory to Sarawak Energy and which authorises such Tenderer's Authorised Signatory in accordance with the requirements of Clause 23;
- (h) **"Eligibility Requirements"** means the eligibility requirements for each Tenderer (or members of a Consortium Tenderer), as set out in the Tender Particulars;
- (i) **"Form of Contract"** means the documents listed under the heading "Form of Contract" in Part I, Section 4 of the Tender Documents;

- (j) **"Form of Tender"** means the document entitled "Form of Tender" set out in Part II, Section 1 of the Tender Documents, which is required to be completed by the Tenderers and submitted with their Tender Offer;
- (k) **"Goods"** means the goods to be supplied by the successful Tenderer under the Contract;
- (l) **"GST"** means goods and services tax payable in accordance with the Goods and Services Tax Act 2014;
- (m) **"Instructions to Tenderers"** means this document;
- (n) **"Key Employee"** means, any employee of Sarawak Energy or an Affiliate of Sarawak Energy that is responsible for the management or administration of budgetary or procurement decisions;
- (o) **"Letter of Award"** means, the letter of award issued by Sarawak Energy to the successful Tenderer for the Goods;
- (p) **"Local Participation"** means (in descending order of preference):
 - (i) business entities registered with the UPKJ as having Bumiputera status within Sarawak (or, where such UPKJ certification is not possible, certification by another suitable authority acceptable to Sarawak Energy);
 - (ii) Sarawak-based business entities registered with the UPKJ;
 - (iii) other business entities registered and incorporated in Sarawak and majority owned and controlled by Sarawakians; and
 - (iv) any other business entities registered and incorporated in any State of Malaysia and majority owned and controlled by Malaysians;
- (q) **"Pricing Appendix"** means the document entitled "Tender Appendix B – Tender Price" set out in Part II of the Tender Documents which sets out the manner in which the Tender Price shall be calculated;
- (r) **"Related Party"** means:
 - (i) with respect to a non-Consortium Tenderer, director, partner or an officer of such Tenderer; and
 - (ii) with respect to a Consortium Tenderer, a director, partner or an officer of any of the members of such Consortium Tenderer;
- (s) **"Sales Tax"** means sales tax payable in accordance with the Sales Tax Act 1972;

- (t) **"Sarawak Energy"** means Sarawak Energy Berhad (company number 007199-D);
- (u) **"Sarawak Energy Director"** means any director of Sarawak Energy, or any director of an Affiliate of Sarawak Energy;
- (v) **"Sarawak Energy's Representative"** means the person named in the Tender Particulars as its main point of contact with the Tenderer and / or the Tenderer's Representative for the purposes of this tender process;
- (w) **"Services Tax"** means service tax payable in accordance with the Service Tax Act 1975;
- (x) **"Taxes"** means all direct and indirect taxes imposed in any jurisdiction by any governmental entity or semi-governmental entity (including any government authority), including income taxes, corporate taxes, withholding taxes, goods and services taxes (or any other similar value added taxes), customs duties, fees, levies, imposts, charges, royalties (including quarry royalties), dues or assessment of any nature;
- (y) **"Tender Appendices"** means the appendices set out in Part II, Section 2 of the Tender Documents and required to be completed by the Tenderer and submitted with their Tender Offer;
- (z) **"Tender Documents"** means those documents issued to the Tenderer as part of this tender process, as may be amended in accordance with any addendum issued by Sarawak Energy in accordance with these Instructions to Tenderers;
- (aa) **"Tender Offer"** means those documents comprising the formal offer for the supply of the Goods by the Tenderer which is to be submitted to Sarawak Energy by the Closing Date and Time in accordance with these Instructions to Tenderers;
- (bb) **"Tender Particulars"** means the tender particulars set out in Part I, Section 2 of the Tender Documents, setting out those matters particular to this tender process;
- (cc) **"Tender Price"** means the price or amounts calculated by reference to the matters set out in the Pricing Appendix and as may be amended in accordance with the matters set out in these Instructions to Tenderers;
- (dd) **"Tender Security"** means the security required to be submitted by each Tenderer with their Tender Offer;
- (ee) **"Tender Validity Period"** means the period of time during which each Tenderer's Tender Offer shall remain valid and open for acceptance by Sarawak

Energy as set out in Tender Particulars (as may be extended from time to time in accordance with the these Instructions to Tenderers);

- (ff) "**Tenderer**" means any entity or group of entities (in the case of a Consortium Tenderer) issued with a copy of the Tender Documents or otherwise invited by Sarawak Energy to submit a Tender Offer;
- (gg) "**Tenderer's Representative**" means the person (or persons) authorised by the Tenderer to act as its main point of contact with Sarawak Energy and / or Sarawak Energy's Representative for the purposes of this tender process; and
- (hh) "**UPKJ**" means Unit Pendaftaran Kontraktor dan Juruperunding.

1.2 Throughout the Tender Documents:

- (a) unless the context otherwise requires, all:
 - (i) words and expressions used in these Instructions to Tenderers shall be interpreted in accordance with the matters set out in the Form of Contract; and
 - (ii) capitalised terms used in these Instructions to Tenderers shall, unless otherwise defined in these Instructions to Tenderers, have the meaning assigned to them in the Form of Contract;
- (b) all capitalised terms used in the Tender Documents shall, unless otherwise specified, have the meaning assigned to them in these Instructions to Tenderers (and, to the extent that Clause 1.2(a)(ii) applies, in the Form of Contract);
- (c) any reference to a "Clause", a "Part" or a "Section" is a reference to a clause, a part or a section of the Tender Documents; and
- (d) where both words and alphanumeric figures are used to express the same number, and they are inconsistent, the words shall prevail.

1.3 Wherever the Tender Documents provide for the giving or issuing of approvals, certificates, consents, instructions, permissions, determinations, notices and requests, these communications shall be in writing and shall be delivered by hand, sent by mail, electronic means or courier, to the other Party's Representative, as may be updated by either Party from time to time, by notice to the other Party. Sarawak Energy shall not be bound by any verbal communication made by any of its officers, directors, employees or agents.

1.4 Clause 2, Clause 17, Clause 18, Clause 27, Clause 28, Clause 37, Clause 38.4 and any other, additional clauses of these Instructions to Tenderers which, by their nature, are intended to survive the cancellation, conclusion or termination of the tender

process, shall survive the cancellation, conclusion or termination of the tender process.

B. TENDER DOCUMENTS AND TENDER PROCESS

2. Status of information provided by Sarawak Energy

2.1 Sarawak Energy does not warrant the accuracy and completeness of the information provided or conveyed to each Tenderer during the tender process, which is provided to Tenderers for their assistance only and, unless expressly included in the Form of Contract, such information shall not form part of the Contract to be entered into with the successful Tenderer.

2.2 Each Tenderer should conduct their own investigations and analyses of the information set out in the Tender Documents and by submitting a Tender Offer, the Tenderer shall be deemed to have made its own enquiries, deductions and conclusions regarding the extent of work required (and the cost to be incurred) to supply the Goods.

3. Compliance with requirements of the Tender Documents

3.1 Failure by the Tenderer to furnish all information and documentation required by the Tender Documents, including in the format required, may result in its Tender Offer being rejected.

3.2 Tenderers proposing any deviation to the Form of Contract or its preferred form of contract shall do so in accordance with the forms set out in Tender Appendix D [*Proposed Minor Deviations to the Form of Contract*].

3.3 Each Tenderer shall be deemed to have accepted all documents set out in the Form of Contract to the extent it has not proposed any deviation or preferred form in accordance with the forms set out in Tender Appendix D [*Proposed Minor Deviations to the Form of Contract*].

3.4 All documents comprising the Tender Offer shall be prepared in accordance with the forms and appendices provided as part of the Tender Documents in sufficient detail to demonstrate the Tenderer's ability to meet Sarawak Energy's requirements for the Supply.

4. Tender Offers from Consortium Tenderers

4.1 No changes to the composition of any Consortium Tenderer shall be permitted after the Closing Date and Time without the prior written consent of Sarawak Energy.

4.2 If a Consortium Tenderer is selected as the successful Tenderer, Sarawak Energy reserves the right, in its sole and absolute discretion, to opt to include each member

(or the ultimate parent companies of such members) of such Tenderer to enter into the Contract together with the Tenderer on a joint and several basis and the Tenderer shall (and shall procure that each of its members shall) contract on such a basis.

4.3 Tender Offers submitted by a Consortium Tenderer shall also comply with the following additional requirements:

- (a) the Tender Offer (and the Tender Offer shall include an undertaking that in case of a successful Tender Offer, the Contract) shall be signed so as to be legally binding on all members on a joint and several basis;
- (b) each member of the Consortium Tenderer shall provide a Corporate Authorisation in accordance with Clause 23.3; and
- (c) the Tender Offer shall include all information and documentation specified as applicable for Consortium Tenderers in the Tender Documents.

4.4 Each Consortium Tenderer shall at all times comply with any legal requirements applicable to Consortium Tenderers in Sarawak.

5. **Tender Briefing**

5.1 For the assistance of all Tenderers, Sarawak Energy may arrange a tender briefing on such date(s) and time(s), and at such location(s), as set out in the Tender Particulars. Attendance at a tender briefing is mandatory.

5.2 Not later than two (2) days prior to a tender briefing, the Tenderer shall inform Sarawak Energy's Representative of the persons that will be attending the tender briefing on its behalf (limited to a maximum of three (3) persons).

6. **Site visit**

6.1 For the assistance of all Tenderers, Sarawak Energy may arrange a site visit on such date(s) and time(s), and commencing from such meeting point, as set out in the Tender Particulars. Attendance at a site visit is mandatory.

6.2 Where a date and time for a site visit is not set out in the Tender Particulars, the Tenderer is nevertheless advised to arrange with Sarawak Energy's Representative to visit and examine the site and its surroundings and obtain for itself all information that may be necessary for the preparation of a complete Tender Offer.

6.3 Not later than two (2) days prior to a site visit, the Tenderer shall inform Sarawak Energy's Representative of the persons that will be attending the site visit on its behalf.

6.4 The Tenderer may not carry out any site visit, examinations or tests without the prior written consent of Sarawak Energy's Representative.

6.5 In participating in any site visit, the Tenderer and its personnel or agents agree to release and indemnify Sarawak Energy (and its officers, directors, employees and agents), from all liability for death or personal injury, loss of or damage to property or any other loss, damage, costs and expenses arising as a result of or in connection with the site visit.

7. Clarification of Tender Documents

7.1 Any Tenderer requiring clarification of any matter set out in the Tender Documents shall notify Sarawak Energy's Representative in writing not later than the date falling seven (7) days prior to the Closing Date and Time.

7.2 Sarawak Energy may, but is under no obligation to, respond to any request for clarification which it receives (and any such response shall be provided for information purposes only).

8. Issuing of addendum

At any time on or prior to the Closing Date and Time, Sarawak Energy may delete, remove or amend any part of the Tender Documents by issuing an addendum in writing.

9. Sarawak Energy's Representative

All correspondence and communications regarding this tender process, both prior to the Closing Date and Time and during the Tender Validity Period, shall be directed to Sarawak Energy's Representative (and any failure by the Tenderer to comply with this Clause 9 may result in a Tenderer being disqualified from this tender process or its Tender Offer being rejected).

10. Subcontracting

10.1 The Tenderer agrees, if it is selected as the successful Tenderer by Sarawak Energy, that it shall not, under any circumstances, subcontract the whole of the supply of the Goods.

10.2 Without in any way limiting Clause 10.1, if a Tenderer is selected as the successful Tenderer by Sarawak Energy, it shall not, under any circumstances, subcontract any part of the supply of the Goods without the prior written consent of Sarawak Energy (which may be withheld in its absolute discretion).

C. HEALTH, SAFETY AND ENVIRONMENT

11. Health, Safety and Environment

11.1 Tenderers acknowledge that they shall be required, during the supply of the Goods, to:

- (a) establish and maintain the highest levels of health and safety consistent with best industry practice and to at all times take all reasonable precautions to maintain the health and safety of all of its personnel, other personnel involved in the Goods and members of the public; and
- (b) take all necessary steps and reasonable precautions to protect the environment and to limit damage and nuisance to people and property resulting from pollution, noise and other results of its operations,

in compliance with all legislative requirements, the requirements of Government Authorities and the requirements of Sarawak Energy.

11.2 Tender Offers shall demonstrate the Tenderers' ability and commitment to meet the health, safety and environment requirements and Tenderers shall incorporate, as part of their Tender Price, all costs and expenses required to comply with their health and safety management obligations in connection with the supply of the Goods.

D. INFORMATION SECURITY MANAGEMENT SYSTEM

12. Information Security Management System

In supplying the Goods, the Supplier may be required to comply with Sarawak Energy's information security management system ("ISMS") requirements as may be notified by Sarawak Energy to the Supplier from time to time. Such requirements may include the vetting of those personnel required to work within identified restricted access zones across Sarawak Energy's generation, transmission and distribution assets, including any related IT networks and services. Subject to Sarawak Energy's specific ISMS requirements, the Supplier may also be required to establish its own procedures and protocol with respect to the security of any third party software required to be installed within Sarawak Energy's network.

E. LOCAL PARTICIPATION

13. Support for Local Participation

13.1 Each Tender Offer shall be prepared on a basis that seeks to maximise the opportunity for the participation of Local Participation in connection with the supply of the Goods and promotes the opportunity for knowledge transfer.

- 13.2 In preparing and submitting its Tender Offer, the Tenderer shall be required to identify and demonstrate how it intends to maximise the participation of Local Participation in connection with the supply of the Goods.
- 13.3 Sarawak Energy reserves the right to request such further information or evidence from a Tenderer as it may reasonably require to ensure that the principles for supporting and promoting opportunity for the participation of Local Participation in connection with the supply of the Goods are complied with.
- 13.4 The successful Tenderer's commitments relating to the levels of participation of Local Participation shall constitute an enforceable contractual obligation under the Contract and the successful Tenderer shall be required to report such levels of participation and Sarawak Energy shall be entitled to continually monitor such activities during the supply of the Goods.
- 13.5 For the purposes of this Clause 13:
- (a) the value of any goods, materials (including raw materials), labour, plant and equipment not originating from sources from within Malaysia; and
 - (b) any portion of the supply of the Goods that is purportedly to be provided through the use of Local Participation but is subsequently further subcontracted to entities that do not constitute Local Participation,
- shall not be recognised or attributed by Sarawak Energy towards fulfilling the committed levels of participation of Local Participation.

F. CORPORATE SOCIAL RESPONSIBILITY

14. Corporate social responsibility initiatives

- 14.1 Tender Offers that display a commitment to corporate social responsibility, through good corporate citizenship, will be viewed favourably by Sarawak Energy.
- 14.2 Examples of initiatives encouraged by Sarawak Energy include sponsorships, charitable initiatives or general community services, which promote the following principles:
- (a) creation of economic opportunities for Sarawakians;
 - (b) investment in local communities;
 - (c) sustainability; and
 - (d) transparency and community engagement.

G. REQUIREMENTS OF TENDERERS

15. Scope of Tender Offer

Tender Offers shall be submitted for the whole of the supply of the Goods as set out in the Tender Documents.

16. Eligibility to tender

Only those Tenderers meeting the Eligibility Requirements are permitted to participate in this tender process.

17. Confidentiality obligations

17.1 Except as required by any applicable Laws, all Tender Documents, the tender process, the Tender Offer and any other information provided to the Tenderer by Sarawak Energy and any information regarding Sarawak Energy acquired by the Tenderer during the tender process shall be treated as confidential information, only to be used for the sole purposes of participating in this tender process and not disclosed to any third party.

17.2 The Tenderer shall ensure the safe and secure storage, management and handling of such information in order to protect against theft, damage, loss and unauthorised use, storage, copying or disclosure of such information and shall notify Sarawak Energy immediately if it suspects, or becomes aware of, any theft, damage, loss or unauthorised use, storage, copying or disclosure of such information.

17.3 Upon any request by Sarawak Energy, the Tenderer shall destroy or return to Sarawak Energy all such information.

18. Personal data

18.1 In submitting a Tender Offer, each Tenderer:

- (a) shall be deemed to provide explicit consent to Sarawak Energy to process any of the Tenderer's personal data for the purposes of, or related to, the tender process;
- (b) warrants that any personal data received from Sarawak Energy shall be processed; and
- (c) warrants that all personal data submitted by the Tenderer to Sarawak Energy has been obtained,

in accordance with the requirements of the Personal Data Protection Act 2010.

19. Corrupt practices

19.1 Sarawak Energy requires that all Tenderers observe the highest standard of ethical practices throughout the tender process and, in the case of the successful Tenderer, during the supply of the Goods.

19.2 Sarawak Energy may, in its sole and absolute discretion:

- (a) reject a Tender Offer or, in the case of the successful Tenderer, immediately terminate any Contract; and
- (b) impose sanctions on a party (including a Tenderer, the successful Tenderer, or any other party), at any time, including declaring any such party ineligible, either indefinitely or for a stated period of time, from participating in any tender process conducted by Sarawak Energy,

if at any time Sarawak Energy determines that a Tenderer has, directly or indirectly through another party, engaged in corrupt, fraudulent, collusive, coercive or other prohibited practices.

H. PREPARATION OF TENDER OFFER

20. Cost of tendering

The Tenderer shall bear all costs associated with the preparation and submission of its Tender Offer, including requests for clarifications and the finalisation and execution of the Contract and Sarawak Energy shall in no case be responsible or liable for such costs, regardless of the conduct or the outcome of the tender process.

21. Language

All correspondence and communications given under or in connection with the Tender Documents and the tender process shall be in English.

22. Governing law and jurisdiction

22.1 The Tender Documents and this tender process are governed by the laws of Malaysia, as applicable in Sarawak.

22.2 The Courts of Sarawak shall have non-exclusive jurisdiction to settle any dispute arising out of or in connection with Tender Documents and the tender process.

23. Corporate Authorisation

- 23.1 Each Tenderer shall provide an appropriate Corporate Authorisation identifying and authorising the Authorised Signatory to do all other acts and things and sign or execute (under hand or under seal) and deliver any and all other documents and give any and all notices which may be required or which the Authorised Signatory, in its discretion, considers necessary in connection with the Tenderer's participation in the tender process, signing the Tender Offer and signing the Contract.
- 23.2 The Tenderer and / or the Authorised Signatory may delegate any of its rights, powers and functions (other than signing the Tender Offer and signing the Contract) of the Authorised Signatory to the Tenderer's Representative.
- 23.3 If a Tenderer is a Consortium Tenderer, each member of the Tenderer shall provide an appropriate Corporate Authorisation providing for the authorisation of the Authorised Signatory in respect of the matters referred to in Clause 23.1.
- 24. Tender Price**
- 24.1 The pricing method for the Tender Price (or each portion of the Tender Price) is as set out in the Tender Particulars.
- 24.2 Except as otherwise stated in this Clause 24 [*Tender Price*], the Tender Price shall be inclusive of all Taxes which may be applicable to the Goods as set out in the Pricing Appendix and include any Disbursements (if any).
- 24.3 The Tender Price excludes:
- (a) any GST applicable to the Goods on and from 1 April 2015 and Sarawak Energy shall be liable for the payment of any such GST in addition to the Tender Price; and
 - (b) any stamp duty payable in relation to the Goods within Malaysia, and Sarawak Energy shall be liable to arrange and pay for all such duty.
- 24.4 The successful Tenderer shall warrant that:
- (a) from 1 April 2015, the Tender Price shall not include any amounts on account of Service Tax or Sales Tax;
 - (b) it shall not receive any net benefit as a result of the introduction of the Goods and Services Tax Act;
 - (c) it shall cooperate with any request made by Sarawak Energy, on a full "open book" and transparent basis, for the Tenderer to show that it is complying with the requirements of this Sub-Clause 24.4 and with a view to ensuring that there is no double-counting of Services Tax, Sales Tax and GST charged to Sarawak Energy; and

- (d) Sarawak Energy shall be entitled to recover any amounts overpaid to the successful Tenderer as a result of the abolition of Service Tax and Sales Tax and the introduction of the Goods and Services Tax Act 2014.

24.5 Where the Goods and Services Tax Act 2014 is applicable to the Goods, or any part of the Goods, the successful Tenderer shall:

- (a) invoice Sarawak Energy any applicable GST as a separate and clearly identifiable line item within the relevant statement and invoice;
- (b) fully comply with the requirements of the Goods and Services Tax Act 2014 (including the requirements for the issuing of a valid tax invoice);
- (c) provide Sarawak Energy with suitable evidence of its registration with the relevant Government Authority in accordance with the requirements of the Goods and Services Tax Act 2014; and
- (d) otherwise do all acts and things necessary to assist Sarawak Energy to claim an input tax credit under the Goods and Services Tax Act 2014.

25. Currencies and cost fluctuations

25.1 The Tender Price and all rates and the prices set out in the Pricing Appendix shall be quoted by the Tenderer in Ringgit. However, Tenderers offering goods made outside of Malaysia may submit their Tender Offer in foreign currencies. Notwithstanding this, all payments shall be made in Ringgit and shall be calculated based on the official exchange rate published by Bank Negara Malaysia as of the date of the Letter of Award.

25.2 On and from the Closing Date and Time, the Tenderer shall under no circumstances be permitted to amend its Tender Price and the Pricing Appendix, regardless of:

- (a) any change in any applicable Laws (including the introduction of any new Taxes);
- (b) any fluctuation in the foreign exchange rate;
- (c) any fluctuations in the cost of materials and / or labour; or
- (d) any other occurrence.

26. Tender Validity Period

26.1 A Tender Offer shall expressly specify that it shall remain open and valid for the Tender Validity Period.

26.2 Notwithstanding that any Tenderer has been notified that it is not a successful Tenderer, each Tenderer's Tender Offer shall remain valid for the Tender Validity Period.

27. Conflict of interest

27.1 Each Tender Offer shall include a declaration (in the prescribed form set out in Part II, Section 2 of the Tender Documents) of the nature and extent of, any conflict of interest that may exist or arise in relation to this tender process and the Tenderer shall submit, as part of its Tender Offer, proposals for avoiding any such conflicts of interest.

27.2 A failure by a Tenderer to adhere to the requirements of this Clause 27 may, in Sarawak Energy's sole and absolute discretion, result in a Tenderer being disqualified from the tender process or its Tender Offer being rejected.

28. Tender Security

28.1 A Tender Offer shall be accompanied by a Tender Security (also known as a bid bond or a bid security) issued to Sarawak Energy on the date the Tender Offer is submitted if required by the Tender Particulars. Failure by a Tenderer to include the Tender Security may, in Sarawak Energy's sole and absolute discretion, result in a Tenderer being disqualified from the tender process or its Tender Offer being rejected.

28.2 The Tender Security may be provided, at the Tenderer's option, in any of the following forms:

- (a) an unconditional bank guarantee in the form set out in the Appendix to these Instructions to Tenderers, or such other form confirmed in writing as being acceptable to Sarawak Energy;
- (b) an irrevocable letter of credit; or
- (c) cash, bank draft, cashier's cheque or certified cheque made payable to Sarawak Energy,

and shall be issued by a bank which is registered, and which has offices, in Malaysia (and which is otherwise acceptable to Sarawak Energy).

28.3 The Tender Security may be forfeited, if:

- (a) the Tenderer withdraws its Tender Offer during the Tender Validity Period;
- (b) the successful Tenderer fails:
 - (i) to sign the Contract in accordance with Clause 39; or

- (ii) furnish any required performance security in accordance with the Contract; or
- (iii) in Sarawak Energy's reasonable opinion, the Tenderer has in any other way breached a material aspect of this tender process.

28.4 Where the Tender Security includes an expiry date, such expiry date shall be not earlier than one hundred and eight (180) days after the date of expiry of the Tender Validity Period.

28.5 If it becomes necessary to extend the Tender Validity Period and / or the validity period of the Tender Security, Sarawak Energy may request (in writing) the Tenderer for extension of such validity period before the expiry date.

28.6 The Tenderer shall have the right to refuse to grant an extension, in accordance with Clause 28.4, without forfeiting the Tender Security and the:

- (a) Tender Security of any Tenderer who refuses to grant such extension shall be returned; and
- (b) Tenderer shall be deemed to have waived the right to further participate in the tender process.

29. **Securities and Guarantees**

The successful Tenderer shall, within twenty-eight (28) days after the date of the Letter of Award, obtain (at its cost) and deliver the performance bond, and where required by the Contract Agreement, the parent company guarantee and director personal guarantee(s), to Sarawak Energy in accordance with requirements set out in the Form of Contract.

30. **Insurance Policies**

The successful Tenderer shall, within seven (7) days after the date of the Letter of Award, provide satisfactory evidence to Sarawak Energy that the Insurance Policies required under the Form of Contract have been effected and are being maintained by the Tenderer.

I. **SUBMISSION AND OPENING OF TENDER OFFERS**

31. **Format and signing of Tender Offer**

31.1 Tender Offers shall be submitted in the number of signed original hard copies and photocopies of such signed original as set out in the Tender Particulars.

31.2 The Tender Offer shall be in writing and be signed by the Authorised Signatory.

31.3 All corrections to the signed original hard copies of the Tender Offer must be made clearly in writing, and must be signed and stamped by the Authorised Signatory. The Tenderer may not use liquid paper or correction tape in making corrections.

32. Sealing and marking of Tender Offers

32.1 The Tenderer shall prepare and enclose the hard copies of its Tender Offer in one (1) separate sealed envelope, and such envelope shall:

- (a) identify the Tenderer to enable the Tender Offer to be returned unopened in the event this is required;
- (b) be addressed to Sarawak Energy's address for submission of tenders in accordance with the matters set out in the Tender Particulars; and
- (c) bear the following in bold letters:

**TENDER FOR THE SUPPLY AND DELIVERY OF ONE (1) UNIT
4X4 LONG WHEEL BASE 2.5L (AT)
TENDER DOCUMENTS (SARAWAK ENERGY REF. No.: TD 06/15-S/LRAH)**

32.2 To the extent that any ambiguity, conflict, discrepancy or inconsistency is found to arise between the hard and soft copies of the Tender Offer, the contents of the original hard copy shall prevail to the extent of such ambiguity, conflict, discrepancy or inconsistency.

33. Closing Date and Time

33.1 Tender Offers shall be received by Sarawak Energy at the address set out in the Tender Particulars and by no later than the Closing Date and Time.

33.2 Any Tender Offer received by Sarawak Energy after the Closing Date and Time may be declared late, rejected by Sarawak Energy and returned unopened to the Tenderer.

34. Alternative Tender Offers

34.1 In addition to its Tender Offer, the Tenderer may include any alternative Tender Offers ("**Alternative Tender Offer**").

34.2 When submitting any Alternative Tender Offer, the Tenderer shall:

- (a) submit a separate set of completed Tender Documents, including a cover letter, describing the reasons for proposing the Alternative Tender Offer and the advantages and/or disadvantages to Sarawak Energy; and

- (b) include the set of completed Tender Documents in a separate envelope, marked as "Alternative Tender Offer".

34.3 Sarawak Energy may or may not, in its sole and absolute discretion, consider any Alternative Tender Offer.

The Tender Offer and any Alternative Tender Offer submitted shall be binding on the relevant Tenderer and be treated as if each were individually a "Tender Offer" within the meaning of these Instructions to Tenderers.

J. EVALUATION OF TENDER OFFERS

35. Evaluation of Tender Offers

- (a) Sarawak Energy's evaluation of the Tender Offers shall be carried out in accordance with Sarawak Energy's internal policy and requirements having regard to, among other things:
 - (i) the completeness and responsiveness of the Tender Offer;
 - (ii) the Tender Price and the rates and prices set out in the Pricing Appendix; and
 - (iii) such other information as Sarawak Energy considers relevant to the evaluation and assessment of each Tenderer's Tender Offer.
- (b) Following the evaluation of each Tender Offer, Sarawak Energy will compare all substantially responsive Tender Offers to determine the Tender Offer that represents the best value to Sarawak Energy.

36. Clarification of Tender Offers

To assist in the evaluation, and comparison of Tender Offers, Sarawak Energy may (but is in no way obliged to) request a Tenderer to clarify certain aspects of its Tender Offer.

37. Sarawak Energy's rights

37.1 Sarawak Energy is not obliged to:

- (a) consider or evaluate any Tender Offer; or
- (b) award the Contract to the Tenderer submitting the lowest Tender Price or accept any Tender Offer,

and reserves the right to accept, reject or disqualify any Tender Offer, or to cancel the tender process at any time without any obligation or incurring any liability to any Tenderer.

- 37.2 Sarawak Energy's rights in accordance with Clause 37.1 shall apply at any and all times during the tender process, notwithstanding that any Tenderer(s) may have been notified as a successful or preferred Tenderer.
- 37.3 Sarawak Energy in its sole and absolute discretion may (but is not obliged to) permit any non-compliance by any Tenderer with any aspect of this tender process without any obligation or incurring any liability to any Tenderer.
- 37.4 Notwithstanding any other provision of these Instructions to Tenderers to the contrary, Sarawak Energy (and its officers, directors, employees and agents) shall not, under any circumstances, whether as a result of breach of contract, indemnity, tort (including negligence), strict liability or otherwise, be liable to any Tenderer for any loss of profit, loss of revenues, loss of use of equipment, loss of chance or opportunity, loss of contract, cost of capital or for any indirect or consequential loss or damage which may be suffered by the Tenderer, as a result of or in connection with this tender process.
- 37.5 Sarawak Energy may, in its absolute discretion, impose sanctions against a Tenderer for any failure to comply with any of the requirements of this tender process (including as set out in these Instructions to Tenderers), including the:
- (a) imposition of a penalty or handicap against such Tenderer in relation to this tender process and / or any future procurement exercises of Sarawak Energy;
 - (b) disqualification of such Tenderer from participation in this tender process and / or any future procurement exercises of Sarawak Energy.

K. AWARD OF CONTRACT

38. Contract award

- 38.1 Prior to the expiration of the Tender Validity Period, Sarawak Energy may issue a Letter of Award to the successful Tenderer, which shall specify the terms and conditions on which the successful Tenderer is awarded the Contract for the supply of the Goods.

- 38.2 Within seven (7) days (or such later date as Sarawak Energy may in its reasonable discretion require) of receipt of a Letter of Award, the successful Tenderer shall duly execute and sign the acknowledgment to the Letter of Award, and return it to Sarawak Energy.
- 38.3 Until such time as a formal Contract is prepared and executed, the Letter of Award shall constitute a binding contract between Sarawak Energy and the successful Tenderer for the supply of the Goods on the terms and conditions set out in such Letter of Award.
- 38.4 Failure to execute and sign the acknowledgment of its agreement to the terms and conditions set out in the Letter of Award or the Contract within the timeline set out in these Instructions to Tenderers may result in the Tenderer's disqualification from the tender process (and its pre-existing status as the successful Tenderer being null and void), its Tender Offer being rejected and the Letter of Award being null and void and Sarawak Energy reserves the right to award the tender to alternative Tenderers (including those that Sarawak Energy has notified that their Tender Offer has not been successful), in which case this Clause 38 and Clause 39 shall apply to that Tenderer.
39. **Signing of Contract**
- 39.1 Following the issuance of the Letter of Award, Sarawak Energy will compile all documents comprising the Contract prior to sending these documents to the successful Tenderer for signature.
- 39.2 Within seven (7) days of receipt of the finalised Contract (or such later date as may be required by Sarawak Energy), the successful Tenderer shall duly execute and sign the Contract and return it to Sarawak Energy.

APPENDIX – FORM OF TENDER SECURITY

Sarawak Energy Berhad (007199-D) ("**Sarawak Energy**") has invited the submission of tender offers for the supply of the _____ (*Title of the Tender*).

_____ (*Name of Tenderer*),
being a company properly incorporated under the laws of _____

_____ (*Place of incorporation of Tenderer*)
and with its registered office situated at _____

_____ (*Registered office details of Tenderer*) (the "**Tenderer**")
has submitted a tender offer, dated _____ (*Date*), in connection with the supply of the _____ (*Title of the Tender*),
for consideration by Sarawak Energy.

We, _____ (*Name of Surety*),
being a bank registered and having offices within Malaysia and whose registered office is situated at _____ (*Registered office details of Surety*)
(the "**Surety**") irrevocably and unconditionally bind ourselves to Sarawak Energy under this guarantee ("**Guarantee**") as follows:

1. We undertake to pay Sarawak Energy, without any objection or proof of condition whatsoever, a sum or sums not exceeding RM _____ in aggregate ("**the Secured Sum**").
2. We shall be required to pay to Sarawak Energy the Secured Sum (or such lesser amount as may be demanded by Sarawak Energy) immediately upon receipt of a written demand from Sarawak Energy, addressed to us and sent by hand or by registered post to _____ (*Address of Surety's notification office within Malaysia*), stating that, in Sarawak Energy's reasonable discretion, the Tenderer has breached a material obligation, which it has assumed in connection with the tender process.
3. We agree that receipt of the written demand referred to in paragraph 2 shall be conclusive evidence of the amount which we are liable to pay to Sarawak Energy.
4. We agree that our obligations set out in this Guarantee are direct, primary and irrevocable obligations and payment of the Secured Sum shall be made:
 - (a) without any reference to the Tenderer;
 - (b) without any proof or conditions;

- (c) irrespective of any notice or other instruction, which has been given by the Tenderer to us not to pay the Secured Sum (either in whole or in part) to Sarawak Energy; and
 - (d) irrespective of the performance or non-performance of any obligations, by either the Tenderer or Sarawak Energy.
- 5. We agree that Sarawak Energy shall not be required or obliged to exercise any other right or remedy which it may have, including, without limitation, taking legal action against the Tenderer, before making any demand on this Guarantee.
- 6. We agree that payment of any sum or sums by us, in accordance with this Guarantee, shall be made without any set-off, abatement, withholding, deduction or counterclaim whatsoever.
- 7. We agree that Sarawak Energy may make any number of demands under this Guarantee.
- 8. Other than following the:
 - (a) performance of all of our obligations under this Guarantee; or
 - (b) expiration of this Guarantee, in accordance with paragraph 9,
 we shall not be discharged or released from all or any part of our obligations in accordance with this Guarantee, for any reason or cause whatsoever, including, without limitation, as a result of any arrangement between the Tenderer and Sarawak Energy with or without our consent and/or knowledge, by any alteration in the obligations undertaken by the Tenderer or by any forbearance, whether as to payment, time, performance or otherwise.
- 9. This Guarantee is a continuing guarantee and shall be valid until _____
(Date that is not less than one hundred and twenty (120) days after the date of expiry of the Tender Validity Period).
- 10. This Guarantee is governed by and shall be constructed in accordance with the laws of Malaysia, as applicable in the State of Sarawak, for the time being in force and the Surety and Sarawak Energy agree to submit to the non-exclusive jurisdiction of the courts of the State of Sarawak, Malaysia.

Dated thisday of 20

This Guarantee is executed as follows.

Signed for and on behalf of

(NAME OF THE SURETY)
by its authorised representative in the presence
of:

Signature of authorised representative

Name and designation of authorised
representative

Company stamp

Signature of witness

Name and designation of witness